

SNP Administrative Review Findings**Lakeland School Corporation (4535)****Program Year 2018****Lakeland School Corporation (4535)**

0825 E. 075 N.
LaGrange, IN 46761-9360

Food Service Contact

Mrs. Tammy Fennell
Food Service Director
(260) 499-2400

Executive Contact

Mrs. Eva Merkel
Superintendent
(260) 499-2400

No. of Sites / Reviewed: 5 / 1
Month of Review: February 2018

Commendations

- * The high school has very innovative serving lines offering students lots of choices not only in entrée also in fruits and vegetables.
- * Tammy has kept very organized records for the review process and could easily find items needed to be reviewed.

Certification and Benefit Issuance - Lakeland School Corporation (4535)*126. Certification Benefits/Issuance Review Method, applications correctly approved?***Finding 9017: The application approval process is not implemented correctly.**

Based on the selected students, eligibility determination errors were found, as listed on the SFA-1.

Corrective Action:

SFA shall notify each family that their meal benefits have changed. State review letter was sent out. No further action required.

Technical Assistance:

Discussed in detail how to correctly validate income when an application is questionable.

*130. Household notification of denied benefits consistent with FNS requirements?***Finding 9021: Denial of benefits notification to household not consistent with FNS requirements.**

Notification sent to denied households did not include reason the name of the hearing official.

Corrective Action:

SFA shall update denied benefits notification letter to contain hearing official contact. Corrected no further action required.

Technical Assistance:

Discussed with Food Service Director the importance of listing a hearing official on notification letters.

Verification - Lakeland School Corporation (4535)*207. Verified applications on file match FNS-742 and Off Site question #200?***Finding 9000: Technical Assistance****Technical Assistance:**

Discussed with Food Service Director the importance of requesting pay checks that match the frequency of pay per month. If they are paid weekly, you will need to have 4 paycheck stubs to review.

General Program Compliance - Lakeland School Corporation (4535)*810. Non-discrimination on appropriate Program materials?***Finding 9000: Technical Assistance****Technical Assistance:**

Discussed with Food Service Director that the long statement must be used on the notification letters.

SNP Administrative Review Findings
Program Year 2018**Lakeland School Corporation (4535)**

1007. *On-site observation validate Off-Site Assessment Tool responses to Local School Wellness Policy questions?*

Finding 9011: Local School Wellness Policy information on the Off-site Assessment Tool not validated, or deficiencies found.

Some of the information gathered on the Off-site Assessment Tool regarding the SFA's Local School Wellness Policy could not be validated during on-site observations. Deficiencies found on-site: Marketing language needs to be included

Corrective Action:

Corrective action required to address discrepancies or deficiencies in the SFA's Local School Wellness Policy identified from the Off-site Assessment Tool: SFA shall continue to update Wellness Policy and email an updated copy of the Policy to Field Specialist.

Technical Assistance:

Technical assistance provided to address discrepancies or deficiencies in the SFA's Local School Wellness Policy identified from the Off-site Assessment Tool: Discussed with SFA the importance of updating Wellness Policy with all of the new components.

1403. *Did any review of agricultural food components indicate violations of the 'Buy American' provision?*

Finding 9000: Technical Assistance**Technical Assistance:**

Discussed with Food Service Director that they need documentation when produce is purchased from outside of the United States.

1602. *On-site observation validate Off-Site Assessment Tool responses to SFSP & SBP Outreach questions?*

Finding 9000: Technical Assistance**Technical Assistance:**

Discussed with Food Service Director that the school corporation will need to advertise in May where families are able to find Summer Feeding Programs

SNP Administrative Review Findings**Lakeland School Corporation (4535)****Program Year 2018****Lakeland High School (3730)**

0825 E. 075 N.
LaGrange, IN 46761-9360

Food Service Contact

Ms. Suzie Hoerl
Manager
(260) 499-2470

Month of Review: February 2018

Date of Onsite Review: March 27, 2018

Meal Components & Quantities - Lakeland High School (3730)

409. Review period production records/documentation - required meal components offered, daily/weekly requirements met?
Enter data.

Finding 9075: Production records/supporting documentation indicate weekly meal pattern requirements for the age/grade group(s) not met.

Based on a review of production records and other supporting food crediting documentation for 1 week during the Review Period February 19-23, 2018, the hot vegetable is not offered on all serving lines, thus a bean vegetable was not available on all lines the week of review.

Corrective Action:

SFA shall ensure that the bean and starchy sub-group vegetables are offered on all serving lines. Corrected on site during the review process. No further action required.

Technical Assistance:

The school was provided technical assistance during the on-site visit.